

## Instructions for Completing the 603 Report (revised 4-05)

**For:** Missouri Department of Conservation  
Missouri State Highway Patrol  
Missouri State Park Rangers  
Missouri State Water Patrol  
Missouri Gaming Commission  
Missouri Drug Task Forces

**Includes Discussion on:**  
⇒ Adjusting & Reclassifying Crimes & Arrests,  
⇒ Task Force Reporting

**Purpose:** The purpose of the 603 Report is to provide a tool to collect required crime incident and arrest information developed as a result of investigation and enforcement actions taken by state law enforcement agencies and multi-agency, multi-jurisdictional task forces. The Missouri Division of Liquor Control and the Missouri Fire Marshal use a compatible, internally generated report form. The Missouri Capitol Police use the generic, Missouri Uniform Crime Report Program forms package. Crimes investigated and cleared by major case squads will be reported by the agency where the crime took place. Therefore no independent report is expected from Missouri's major case squads.

The Missouri Uniform Crime Reporting (MoUCR) Program Office has provided 10 report forms, each with a unique purpose, to the chiefs and sheriffs. The 603 extracts most of the essential information from 9 of these 10 forms and funnels that information into this one report. This process necessarily leads to some redundancy in recording the various data elements across the report columns but overall streamlines the collection process for agency supervisors. In the case of criminal homicide and negligent manslaughter investigations more detailed information is required and a separate worksheet is included which identifies those additional reporting elements.

***This letter of instruction supplements the MoUCR Instruction Manual that has been distributed to all Missouri law enforcement agencies. The manual is available upon request to the Program Office. Another, separate form, the Law Enforcement Officer Killed or Assaulted Report, is the responsibility of each agency's headquarters and is covered under separate instructions.***

**General:** The MoUCR Program places the responsibility of reporting required information at the most local level. That is, crimes that occur within a city are reported by the chief of police. Crimes that occur outside a reporting city become the responsibility of the respective sheriff. However task forces and state agencies will conduct independent investigations and take enforcement action that involves crimes committed within these political subdivisions. As such, task forces and state law enforcement agencies must report on independently collected information so Missouri can obtain a complete picture of crime that has taken place within the state.

**Responsibilities:** In harmony with the stated "most local" rule for crime reporting, agencies are tasked with forwarding reportable UCR statistics to the MoUCR Program Office on a monthly basis using the electronic version of the 603 Report (if possible). Reports are due into the Program Office 28 days following the end of a reporting month. That is, January reports are due by the 28th of February, etc. The only exception to the 28-day deadline is the deadline for the Missouri State Highway Patrol and the Gaming Commission. Their reports are due to the program office within 10 days of the end of the month covered by the report. That is, January reports are due by the 10th of February, etc. If you have no activity to report, complete the report heading at the top of Side One and indicate "nothing to report" in the body of the report.

### **General Reporting Rules:**

General Rule #1 – A 603 Report is required monthly from all independently reporting zones, districts, or agencies.

General Rule #2 – Report only on crimes and clearances of crimes which took place in Missouri. Do not report arrests on out-of-state warrants on this report, or arrests for probation and parole warrants. (Refer to the MoUCR Instruction Manual for additional program rules and guidelines.)

**General Rule #3 – 603 Reports should only document investigation and clearance activity that took place independent of the lead by local police, county sheriff, task force or other lead agency. If you are assisting another authority, make sure that there is an agreement reached as to which agency will report the crime and/or clearance to the MoUCR Program. It does not matter which law enforcement agency reports the activity. What matters is that crimes and clearances are reported once and only once and that those crimes be shown in the political subdivision (e.g., city or county) where they took place. The most local, or host law enforcement agency's ORI will be used by the MoUCR Program Office to pinpoint the location for program output reports.**

**Attachments:** Attached are seven documents, as follows:

- 603 Report, Side One, Part I Crimes – Investigation and Clearance Section
- 603 Report, Side Two, Part I and Part II – Arrest Information Section
- UCR Code Sheet (Table One and Table Two)
- Column (9) Modifiers for the 603 Report (Table Three)
- Additional Elements for Homicide, Domestic Violence-Related Suicide and Manslaughter
- Samples of Completed 603 Reports
- Definitions of the Part I and Part II Crimes.

**Specific Report Completion Rules:** The 603 is a two-sided report. Each side has a specific purpose. Side One (Investigation and Clearance Section) deals strictly with Part I Crimes reported to police and clearances for Part I Crimes. Side Two (Arrest Section) addresses arrests for both the Part I and Part II Crimes.

- Side One – addresses recording of state law enforcement agency independent investigations and clearances for Part I Crimes (Criminal Homicide, Forcible Rape, Robbery, Aggravated and Simple Assault, Burglary, Larceny-Theft, Motor Vehicle Theft, Arson and Domestic Violence Incidents). Codes for these crimes are found in Table One on the UCR Code Sheet.
- Side Two – records the number of persons arrested for Part I Crimes (Table One), along with “secondary” crimes known collectively as Part II Crimes (as listed at Table Two). Each arrestee is recorded by age, sex and race for the highest (most serious) crime, per incident.

Note: The examples used in this document use the Highway Patrol. Each agency or task force should tailor the report to reflect their agency's needs (subject to the approval of the MoUCR Program Office).

## Side One: Monthly Return of Part I Offenses and Clearances Section

### Report Heading

Missouri State Highway Patrol Uniform Crime Report			603E 4/05
Troop/Zone	Report Mon/Yr	Date Submitted	Prepared by: Name & Badge #
X-1	Feb-04	3/8/2004	Sergeant Joe Zone, #209

  

Monthly Summary of Part I Offenses and Clearances	Phone #:
Criminal Homicide, Forcible Rape, Robbery, Aggravated and Simple Assault, Burglary, Larceny-Theft, Motor Vehicle Theft, Arson and DV Incidents. Offenses include UCR codes of 1A through 7C, 8, 9, and 40. <b>Do not include investigations of Part II offenses on this page. Only the offenses listed above should be entered on page one.</b>	

Step 1. Enter the troop\zone, casino, district or region identifier (A-1, Central Region, etc.) if applicable.

Step 2. Enter the month and year that the report addresses.

Step 3. Enter the date submitted. 603 Reports should be emailed (if possible) to the MoUCR Program Office ([UCR@mshp.dps.mo.gov](mailto:UCR@mshp.dps.mo.gov)) not later than 28 days following the end of a reporting month (that is, January reports are due not later than the end of February, etc.) for state agencies other than the Highway Patrol or Gaming Commission reports. Reports for those two agencies are due 10 days following the end of the reporting month. If email is unavailable, send the data on diskette. The diskettes will be returned to the submitting agency for re-use upon agency request once the data has been downloaded. The last option is paper submission.

Step 4. Enter the supervisor's name and badge number. Supervisors are responsible for the accuracy and completeness of each month's report. This is the person who will be notified when a report is received that contains errors or that requires clarification.

Step 5. Enter a phone number where the MoUCR Program Office can reach the supervisor should there be a question or clarification needed on the submitted report.

### Report Body (Side One)

This area of the report consists of 9 columns. Basic instructions for completing each column are repeated below *in italics*. In addition, examples and other clarification is provided, where appropriate.

**Column 1, Enter an agency unique identifier for each criminal incident, if such are used by your agency.** If used, this incident number will be the same in both the Offenses & Clearances and Arrest Sections of this report if the Part I Crime investigated was also cleared by the arrest of that same crime's offender. The Missouri State Highway Patrol will use CAD numbers for Column #1.

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
								S/R/N	Type	Mod	\$ Value	LEOKA	
<b>123456789</b>	<b>1A</b>	<b>Small City A</b>	<b>O</b>	<b>A</b>	<b>A</b>	<b>Y</b>		<b>S/R</b>	<b>A</b>	<b>1</b>	<b>\$25,250</b>		<b>092</b>

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) D V	(6)			(7) Badge Number
					Age	Sex	Race	
<b>123456789</b>	<b>1A</b>	<b>Small City A</b>	<b>O</b>	<b>Y</b>	<b>24</b>	<b>M</b>	<b>W</b>	<b>092</b>

If the investigation of a Part 1 Crime was cleared by an arrest, the case or incident number and other information is repeated in the Arrest Information Section, Side Two, of the 603 Report.

**Column 2, Offense Class: Select the Part I Crime from Table One. Select the highest ranked crime for each incident even though more than one crime may have been committed.** (1A Criminal Homicide is the highest ranked Part I Crime.) Assume from the above example, the Patrol investigated an incident that involved a criminal homicide (1A), a larceny-theft (6I), and domestic violence. The Hierarchy Rule mandates that we record only the single highest ranked crime per incident. In this case, the crime is classified as a 1A, criminal homicide.

An "incident" usually involves all crimes committed at the same place (jurisdiction) and/or time, by the same offenders. In contrast, crimes that involve breaks in time or place (such as with a crime spree in multiple jurisdictions) are reported as separate incidents. Example, an offender commits an armed robbery of a gas station in one county, then drives to another county and robs a convenience store. While we have one offender, we will classify and score two separate crime incidents and arrests based upon the separation of place and time between each incident. (This rule does not apply to ongoing undercover investigations such as with narcotics cases where multiple buys may take place over time in several jurisdictions.) (See Task Force Reporting Rules attached.)

Missouri law also mandates that we record the number of incidents where domestic violence was involved. This will be discussed later.

**Column 3, Where in Missouri did Reported Crime Occur:** We collect information only on crimes committed in Missouri. Record the "most local" political subdivision. If the crime took place on campus, use the campus name. If within a city limits, provide the city's name. If outside a city, then provide the county of occurrence. (Be specific, where needed. If you are recording an arrest in "Macon", please advise "City of Macon" or "Macon County". For Lake of the Ozarks, specify which county.)

College Campus - The FBI's *Crime in the United States* report contains a separate table to report crime on campus. To qualify, the college/university must have a fully functioning department of public safety or have contracted with an area law enforcement agency to provide police services on campus. If you have a college/university meeting the above criteria, any reportable investigation or enforcement actions taken on campus should be shown using the college's name instead of the city's name. When in doubt, use the college's name and the MoUCR Program Office will determine if the campus qualifies.

Municipality and Community - Every county in Missouri has communities that will be independently reporting their crime statistics directly to the MoUCR Program Office. Others, typically those with less than 24/7 coverage will normally report their crimes by agreement through the county sheriff. If a reportable offense or arrest took place within one of the 951 communities in Missouri, report the city as the location. The MoUCR Program Office will determine the reporting status of the community and load the crime into the appropriate location (reporting campus, city or county) in the central repository.

Traffic & Jurisdiction - Assume that an officer is on patrol in the county and checks a vehicle traveling at an excessive speed. The officer doesn't stop the vehicle until it is within a city's limits. During the stop the officer sees marijuana in the car. He arrests the occupant for speeding (a non-reportable offense)

and possession of marijuana, a Part II Crime. Since the initial probable cause for the stop took place in the county, show the reportable offense (drug possession) in the county. This rule applies to all offenses.

**Column 4, “H” or “O”:** *If the crime will be reported to the MoUCR Program Office by a state agency or task force, enter the appropriate code.* If the crime will be reported by agreement to the most local jurisdiction for inclusion in that jurisdiction’s report, enter an “O”. Each agency should tailor this column, as follows:

Missouri State Highway Patrol - “H” or “O”  
Missouri State Park Rangers - “P” or “O”  
Missouri Gaming Commission – “G” or “O”

Missouri State Water Patrol - “W” or “O”  
Dept of Conservation Agents - “C” or “O”  
Drug Task Forces – “D” or “O”

As discussed above, reportable activity will be placed against the most local ORI regardless of which law enforcement agency was involved in the investigation or crime clearance. State law enforcement agencies and task forces may, by agreement, report their activity directly to the most local agency (for where the crime took place) for inclusion in that agency’s monthly MoUCR report. If such an arrangement is in place, the supervisor’s monthly report should show an “O” in Column 4. If no such arrangement is in place, record an “H” for Highway Patrol, ‘W’ for water Patrol, etc. The MoUCR Program Office will in-turn load all activity with other than an “O” into the location shown in Column 3. (The purpose of this column is quality control. It is intended to prevent the potential double counting of offenses, once by the state agency and again by the city or county for the same offense.)

**Column 5, Validity (A) or (U):** *If the crime that was reported or which became known to the agency actually took place, enter an “A”. If your investigation determines that the reported crime was false or baseless, enter a “U” for unfounded.* The national UCR Program rules state that Part I Crimes should be shown on the monthly report when they become “known or reported” to police. An investigation may reveal that some “reported” crimes prove to be false or baseless. In this case, the reported Part I Crime should be shown as unfounded (U). Example:

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
								S/R/N	Type	Mod	\$ Value	LEOKA	
234567890	7A	County B	H	U									092
234567890	9		H	A	A			R	D	H	\$1,000		092

In the above example, a man reported his car stolen. Later, the car was found burned and abandoned. Your investigation determined that the vehicle was not stolen but rather burned for insurance purposes by the owner. Therefore we have the same incident number and show the motor vehicle theft (7A) as unfounded (U) and an actual arson (9) that was cleared by arrest and recovery (R) of the motor vehicle (D) which was worth \$1,000 when recovered.

Note: Arson is always reported, either as an independent act or as associated with another Part I Crime. For additional information refer to the MoUCR Instruction Manual.

**Column 6, Cleared (A) or (X):** *If cleared, indicate whether the clearance was by an arrest (A) or by exceptional means (X). If not cleared, leave blank.*

Clearance by Arrest – Record the crime cleared, not the number of persons arrested. Example, two individuals commit a burglary. If both are arrested and charged with committing the burglary, it is still just one crime cleared in Column 6. If only one of the two is arrested, you still show the clearance in Column 6. The total number of individuals arrested for a particular crime is accounted for, but on the reverse side of the report (Page Two), in the Arrest Information Section.

Regarding juveniles; for UCR reporting purposes, if the juvenile was not arrested he or she should be reported as "arrested" when the circumstances are such that if he or she were an adult, an arrest would have been made (physical or summons, etc.) even though enforcement action may have amounted to turning the youth over to a juvenile officer or the parents, etc.

**Exceptional Clearances** - If all four of the following questions can be answered with a "yes" the offense can be cleared "exceptionally":

- Do you know who the offender is?
- Has the investigation determined that there is enough information to support an arrest\charge of a specific individual?
- Is the location of this individual known so that subject could be taken into custody now?
- Is there some reason outside law enforcement's control that precludes arresting, charging, and prosecuting the offender?

Examples of exceptional clearances include: death (suicide, or justifiable homicide where the offender is killed by a police officer or citizen); deathbed confession or confession by offender already in custody; extradition denied; or victim refuses to cooperate in the prosecution.

**Column 7, DV:** *If a domestic violence incident was associated with the Part I Crime (e.g., assault related to domestic violence) indicate by marking "Y" in Column 7 and provide the appropriate modifier in Column 9C. If the investigation is strictly for a domestic violence incident where no other UCR Reportable offense took place, show the Column 2 Crimes Class as "40", and complete the rest of the line, as appropriate. If no domestic violence involved, leave Column 7 blank.*

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
123456789	4C	Small City A	H	A	A	Y		S/R/N	Type	Mod	\$ Value	LEOKA	092
345678912	40	Small City A	H	A		Y				2			092

Domestic violence is not a Part I Crime and would not normally be identified in UCR reporting. However, reporting of domestic violence incidents is a Missouri requirement. By including domestic violence-related incidents (either as a circumstance of another crime ("Y" in Column 7, or as an isolated incident here, using code 40) it eliminates the need for the separate report that is being used at the city\county level.

**Column 8, Drug Lab Involved:** *If a clandestine drug lab\equipment was seized, indicate by marking "Y". Complete and attach the DEA 612 Form. The Missouri State Highway Patrol should use "Y/Radio" if a radio report of the seizure was provided to troop headquarters.*

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
456789123	4D	Large City A	O	A	A		Y	S/R/N	Type	Mod	\$ Value	LEOKA	092

Drug Sales\Manufacturing or Possession are not Part I Crimes (see Table Two). As such investigations are not reported in the Part I Crime Investigation Section. However, in Missouri we are required to report on clandestine drug lab activity. If there was a Part I Crime associated with the lab seizure, then show as

above ("Y" or "Y/Radio" in Column 8) and forward the DEA 612 Form to the MoUCR Program Office, of the MSHP's DDCC through department channels.

**Column 9, Offense Modifiers:** Refer to Table Three to determine what modifiers are required. Four subsets are available, each with a specific purpose as is discussed below.

**Column 9A – If property was Stolen (S), Recovered (R), Both (S/R), or None (N), so indicate.** "N" only applies to attempts as with an Attempted Forcible Entry Burglary (5C) where nothing was taken.

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
								S/R/N	Type	Mod	\$ Value	LEOKA	
123456789	1A	Small City A	O	A	A	Y		S/R	A	1	\$25,250		092

*In the above incident, we classified a criminal homicide that included a larceny-theft. Here, the property was stolen and recovered within the same reporting month. Using "S/R" in Column 9A is acceptable as long as the property has the same value, as is the case with currency, type "A".*

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
								S/R/N	Type	Mod	\$ Value	LEOKA	
395849303	7A	Small City A	H	A				S	D		\$10,000		092
395849303	*7A	Small City A	H		A			R	D		\$5,000		092

*In the above example, a motor vehicle was stolen (S) with a value of \$10K and later that same month recovered (R) with a value of \$5K. The Incident Number may or may not be the same. Use two lines on the form to show the difference between the value of the property when stolen versus when recovered. In addition, typing an asterisk before the crime classification entry will prevent a double counting of the offense.*

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
								S/R/N	Type	Mod	\$ Value	LEOKA	
901234567	*7A	Small City A	H	A	A			R	D		\$2,000		092

*In the above example, property was recovered which was previously reported stolen. By entering the asterisk before the crime classification, we know not to count this as a new offense.*

**Column 9B – Enter the type of Property from the List (A-K).**

If Column 9A (stolen/recovered) is used, then the type of property must be classified in Column 9B. Use the list provided in Table Three. If the property does not fit into one of the specific areas (A – J), use K, Miscellaneous. If nothing was taken, as with a foiled attempt, leave blank unless you know the type of property involved. Example: A homeowner frightens off a subject attempting to hot-wire his automobile. Report as follows:

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
								S/R/N	Type	Mod	\$ Value	LEOKA	
<b>396873658</b>	<b>7A</b>	<b>Small City A</b>	<b>H</b>	<b>A</b>				<b>N</b>	<b>D</b>				<b>092</b>

You will note that Column 5 shows "A" for actual. Attempts are reported as if the crime took place (with the exception of criminal homicide, which becomes aggravated assault; attempted forcible rape, and attempted forcible entry burglary, which have their own classification codes).

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
								S/R/N	Type	Mod	\$ Value	LEOKA	
<b>901438765</b>	<b>6I</b>	<b>Small City A</b>	<b>H</b>	<b>A</b>	<b>A</b>			<b>S/R</b>	<b>A</b>	<b>A</b>	<b>\$1,000</b>		<b>092</b>
<b>901438765</b>	<b>*6I</b>	<b>Small City A</b>	<b>H</b>	<b>A</b>	<b>A</b>			<b>S/R</b>	<b>A</b>	<b>A</b>	<b>\$450</b>		<b>092</b>

In the above example, multiple property types were taken and recovered. By entering the data on multiple lines, we can assign exact values to specific property types. Additional lines within this incident must be indicated with an asterisk before the crime classification to prevent multiple counting of a single offense.

### **Column 9C – Select the Appropriate Modifier, by Crime.**

You will note from Table Three that criminal homicide; forcible rape, assaults, and motor vehicle thefts do not have Column 9C modifiers. If domestic violence is associated with one of these four Part I Crimes you may use the 9C column to classify the domestic violence incident. However, if domestic violence is associated with robbery, burglary, larceny-theft, or arson, two lines must be used. Example:

In the below example, case number 123456789, there was a domestic violence-related homicide. Since homicide does not have a Column 9C modifier and domestic violence does, the MoUCR Program Office will know that the "1" in Column 9C means that the domestic violence-related homicide (1A) was between persons who are spouses.

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
								S/R/N	Type	Mod	\$ Value	LEOKA	
<b>123456789</b>	<b>1A</b>	<b>Small City A</b>	<b>H</b>	<b>A</b>		<b>Y</b>				<b>1</b>			<b>092</b>

In the below example, case number 234567891, there was an arson and a domestic violence incident involved. Arson uses Column 9C to show, in this case that it was a single occupancy residence that was burned ("A"). Therefore, the fact that the arson was linked to a domestic violence incident must be depicted on a second line to show that the dispute was between persons who are former spouses ("2").



(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
								S/R/N	Type	Mod	\$ Value	LEOKA	
234567891	9	Small City A	H	A		Y				A	\$57,000		092
234567891	*9		H	A		Y				2			

**Column 9D – Enter the Dollar Value of Property Stolen or Recovered. In an Arson, Enter the Dollar Value of Structure and Contents Damaged or Destroyed.**

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
								S/R/N	Type	Mod	\$ Value	LEOKA	
345678912	5A	County A	H	A				S	A	B1	\$5,000		092
345678912	9		H	A						E	\$85,000		092

In the above example, we have a forcible entry burglary ("5A") where \$5,000 in currency ("A") was stolen ("S") from a non-residence at night ("B1"). The burglar attempted to cover the theft by torching ("9") the restaurant ("E"). The loss to the structure and contents was \$85,000.

**Column 9E - If an officer was killed in the line of duty (accidental or felonious) or assaulted where the assault involved more than mere verbal abuse or minor resistance to an arrest; enter a "Y" in column 9E on Side 1 of the report. All assaults on officers with or without injuries should be reported.**

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
								S/R/N	Type	Mod	\$ Value	LEOKA	
123456789	4D	County A	H	A	A							Y	092

In the above example, we have an aggravated assault ("4D") with personal weapons (hands, fists, feet, etc.). The assault was cleared by arrest, and the "Y" in column 9E indicates that an officer was assaulted in conjunction with this Part I Offense and that completion of a LEOKA, or Law Enforcement Officer Killed or Assaulted (SHP-605) form is required with this monthly submission.

**Column 10 - Enter the officer's badge number.**

## Side Two: Part I and Part II Arrest Information Section

The reverse side of the 603 Report is used to record arrest information. There are six columns on this side of the report.

**Column 1, Enter an Incident, Case or CAD Number for each reportable arrest.**

**Column 2, Select the Part I or Part II Crime that the suspect is being arrested for. Select the highest numbered crime for each arrestee from the tables even though he/she may have committed more than one crime. (One arrest per person, per incident.).**

An "incident" usually involves all crimes committed at the same place (jurisdiction) and/or time, by the same offenders. In contrast, crimes that involve breaks in time or place (such as with a crime spree in multiple jurisdictions) are reported as separate incidents. As an example, an offender leaves a self-service gas station in County A without paying. As a result of a dispatch, your officer stops the vehicle in County B. At the time of the stop, the subject is found to be driving under the influence. Your report should show one arrest for Larceny-Theft (6I) in County A, and one arrest for driving under the influence (21A) in County B. While we have one offender, we will classify and score two separate crime incidents based upon the separation of place and time (and jurisdictions) between the incidents. (This rule does not apply to ongoing undercover investigations such as with narcotics cases where multiple buys may take place over time in several jurisdictions.) See Task Force Reporting Rules attached.

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) D V	(6)			(7) Badge Number
					Age	Sex	Race	
123456789	6I	County A	H		24	M	W	092
123456789	21A	County B	H		24	M	W	092

**Column 3, the program collects information only on arrests for crimes committed in Missouri. Record the "most local" political subdivision.** If the crime took place on campus, give name. If within a city limits, provide the city's name. If outside a city, then provide the county of occurrence. (Distinguish between "Macon" city and county.)

#### **Warrant Arrests**

**Arrests made on outstanding warrants that originate in the state of Missouri may be scored on side two of the 603 Report; however, the location (column three) should reflect the jurisdiction where the warrant originated rather than the location where the arrest actually took place. Any Part I Offenses that take place separate from the warrant arrest in the officer's local jurisdiction should be reported independent of the warrant arrest (cleared by that same arrest) in the local jurisdiction. Warrant arrests are to be scored as "H", "W", "P", "C", or "G" reports when the warrant arrest is made by a state agency (the Missouri Capital Police are an exception to this rule as they do not report their UCR data on the 603 report).**

*Example: A driver stopped for excessive speed is being arrested on a warrant for stealing a motor vehicle in another jurisdiction. The driver seriously assaults the officer while trying to evade capture, but is arrested despite his efforts to escape. Side one of the officer's 603 Report would indicate that an aggravated assault occurred, cleared by arrest. Side two of the report would show an arrest for Motor Vehicle Theft (MVT) and would reflect the jurisdiction where the warrant originated. The original crime of MVT was reported by the other jurisdiction, and the arrest on the warrant clears both offenses.*

**Column 4, If the crime will be reported to the MoUCR Program Office by the state law enforcement agency, enter an "H", "W", "P", "C", or "G", whichever is appropriate.** If the crime will be reported by agreement to the most local jurisdiction for inclusion in that jurisdiction's report, enter an "O".

**Column 5: If a domestic violence incident was involved, indicate by marking a "Y" and include the appropriate modifier from Table Three.** If the arrest is strictly for a domestic violence incident, show the Offense Class as "40", and complete the line.

**Column 6, Record the Age, Sex and Race for each person arrested.** Race: "W" for White, "B" for Black, "I" for American Indian or Alaskan Native; "A" for Asian or Pacific Islander. Note: Hispanic is not a race option for UCR purposes.

### Adjustments and Reclassifications

At times, it may be necessary to adjust and/or reclassify crimes and clearance information that have been previously reported. Examples:

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) Validity (A) or (U)	(6) Cleared (A) or (X)	(7) D V	(8) Drug Lab Involved	(9) Offense Modifiers					(10) Badge Number
								A	B	C	D	E	
								S/R/N	Type	Mod	\$ Value	LEOKA	
567890123	4A	Small City A	H	U	- A								092
567890123	1A	Small City A	H	A	A								092

In the above example, you had previously reported an aggravated assault with a firearm (4A) that was cleared by an arrest. Since that report was submitted, the victim has died and the crime now becomes a criminal homicide (1A). In this month's report, you need to unfound the previously reported assault and cancel out the arrest for that crime using an "-A" in Column (6). Next, show the crime that actually took place, the criminal homicide on the next line using the same incident, case or CAD number, if possible. [If no arrest was made at the time the original report was submitted, Column (6) should be left blank.]

Side Two of the 603 Report would not require adjustment unless the offender is still in custody and has not yet been charged at the time of the victim's death (the example below demonstrates how an adjusted report would look). If the offender had been released and was then arrested again and charged with criminal homicide, the current months report should include only an arrest for homicide.

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) D V	(6)			(7) Badge Number
					Age	Sex	Race	
567890123	- 4A	Small City A	H		35	M	W	092
567890123	1A	Small City A	H		35	M	W	092

**Example of one Highway Patrol Zone's completed Arrest Information Section, with comments.**

(1) Incident or Case Number	(2) Crime Class	(3) Where in Missouri Did Reported Crime Occur	(4) "H" "O"	(5) D V	(6)			(7) Badge Number
					Age	Sex	Race	

123456789	1A	Small City A	H	Y1	24	M	W	092
134567892	21A	Small City A	H		34	F	W	092
145678923	18G	Small City A	H		18	M	B	092

Comment 1

156789234	21A	County A	H		36	M	B	092
167892345	18A	County A	H		23	F	A	092
178923456	8	County A	H	Y1	37	M	W	092
189234567	8	County A	H		22	M	W	092

Comment 2

192345678	7A	Large City B	O		25	M	W	092
102345678	21A	Large City B	O		45	F	W	092
102456789	18F	Large City B	O		19	M	W	092

Comment 3

212345678	22	County C	O	Y4	20	F	B	092
213456789	3A	County C	O		50	M	B	092
215678901	21A	County C	O		44	M	W	092

Comment 4

218901234	1B	County XX	H		55	M	W	092
219012345	7B	County YY	H		34	M	W	092

Comment 5

Comment 1, Small City A – Three arrests were made by zone members in City A during the reporting month. Since Column 4 shows an “H”, the MoUCR Program Office knows that no agreement is in place with the chief of police and all three arrests will be entered into the repository under the city’s ORI since it is the most local subdivision. You will note that this report combines arrests for Part I Crimes, such as 1A Criminal Homicide, along with the Part II Crimes. In this case, there was a Part II Offense arrest for DUI (21A) and possession of an addictive narcotic (18G). We also know that the criminal homicide was also a domestic violence-related incident between persons who are spouses (Y1).

Comment 2, County A – “Y1” in the column five tells us that this was a domestic violence incident between spouses (Y1) and that the husband (M) was arrested.

Comment 3, Large City B – In this example, there is an agreement between the zone sergeant and the chief of police. The zone sergeant will provide the investigation and arrest data to the chief and the department will include these statistics in its monthly MoUCR Report. The “O” will preclude the MoUCR Program Office from double-counting these statistics.

Comment 4, County C – Offense Class 22 is for a liquor law violation with a domestic violence incident involved – disturbance call at a family picnic in a public park that leads to the arrest of the 20 year old female for possession. (Should a domestic violence incident involve multiple relationships, select the highest number from Table Three that applies; but only report one incident.)

Comment 5, Multiple Counties – This section depicts warrant arrests for crimes committed in Missouri, but outside the zone where no agreement would (normally) be in place. Both arrests will be keyed into the appropriate jurisdiction by the MoUCR Program Office.

## Task Force (TF) Reporting

UCR Rule #1 – Report crimes and clearances of crimes once and only once; and in the political subdivision (city, county, campus) of where the crime took place—the turf. The chiefs, sheriffs and campus DPS are considered “host” agencies since they are the primary LEA in that jurisdiction. (In essence, they own the turf.) The MoUCR output reports show crimes in these three political subdivisions. They do not show the law enforcement agency involved in either the investigation or arrest.

UCR Rule #2 – Only the highest-ranking crime within each incident should be reported. An “incident” usually involves all crimes committed at the same place (jurisdiction) and/or time, by the same offenders. In contrast, crimes that involve breaks in time or place (such as with a crime spree in multiple jurisdictions) are reported as separate incidents and arrests. As an example, an offender commits an armed robbery of a gas station in County A, then drives to County B and robs a convenience store. While we have one offender, we will classify and score two separate armed robberies and arrests (one in County A and one in County B) based upon the separation of time and place between each incident.

UCR Rule #3 – Crimes and clearances of crime should be reported to the MoUCR Program Office when they become known or reported to the police. This rule is suspended for task force investigations that take place over an extended period of time. (See below.)

Task Force Problem – Task forces do not “own” any turf; but they do conduct investigations and make arrests. Task forces either lead or assist in investigations and arrests.

- Assist – If a task force has been organized or called in to assist a “host” agency, then the chief, sheriff, or college DPS should report all crimes and clearances that develop as a result of the task force’s work. The task force members are acting as an additional resource for the host agency. The Program Office does not expect to see any report of task force activity in this situation.
- Independent Action – If a task force is conducting an independent investigation, one of several reporting requirements may develop depending upon the circumstances. Examples:

Example #1: An undercover officer who is a member of a drug task force (DTF) makes a drug buy. The DTF has no intention of cultivating the buy. The arrest should be reported in the jurisdiction and month in which it took place. (The arrest only is reported since drug violations are Part II Crimes. No investigation or clearance is shown for Part II Crimes on either the Return A or 603 Report, whichever is used.)

Example #2: An undercover officer who is a member of a drug task force (DTF) buys a small amount of marijuana from a subject. The DTF decides to cultivate this buy by conducting an investigation over time on the subject. To protect the investigation, reporting of this crime and any other reportable activity that takes place during the investigation should be deferred until such time as the DTF closes the investigation. In this example, assume that the targeted subject sells marijuana to undercover officers on two more occasions and cocaine on one additional occasion, at which time the DTF elects to make an arrest and close the investigation. One subject has committed four crimes and the DTF may well seek prosecution for all four crimes. Each sale is also an independent incident as defined in Rule #2 above, but the DTF should only report one arrest in this case and that would be for the most serious crime (18A, the sale of cocaine, the higher of the two drugs in the crime hierarchy).

If each sale was an independent incident, as defined in UCR Rule #2, why aren’t four arrests reported? Answer: Only the single arrest for the highest crime is reported because the DTF elected to defer the initial arrest instead of making it at the time when the crime became known or reported to police (UCR Rule #3). Rule #3 was deferred for the DTF investigation.

Clarification on reporting crime by jurisdiction: Assume that the Southeast Missouri Drug Task Force (SEMO DTF) initiates a month-long independent investigation in Ripley County, a SEMO DTF participant. A drug buy is made in rural Ripley County during the second week of the investigation but the arrest is deferred. A task force member makes one additional drug buy involving the same dealer the next week in rural Oregon County, which is not a member of the SEMO DTF and the sheriff's department was not involved in this investigation. At the conclusion of the investigation, the dealer is arrested for both offenses. We have two crimes committed by one dealer, both of which may be prosecuted; but only one arrest is reported to the MoUCR Program Office based upon deferred reporting guidance provided above.

Does the DTF show the arrest in Ripley or Oregon County? Answer: This is left up to the discretion of the DTF if the crimes are equal in the crime hierarchy. However, had the first buy in Ripley County involved marijuana (18B), and the second buy in Oregon County involved cocaine (18A), the DTF should report the arrest in Oregon County since the sale of cocaine is considered more serious than marijuana in the crime hierarchy.)

How is the arrest recorded on the DTF's 603 Report? Since Oregon County is not a member of the SEMO DTF; one of two reporting methods is available. If the buy that took place in Oregon County was independent of the sheriff department's involvement it should be reported as an "D" in Column 4 of the DTF's SHP-603 report. If the DTF has notified the Oregon County Sheriff of the investigation and arrest and, by agreement, the sheriff wants to add this activity to his monthly MoUCR Reports, then the DTF should show the activity as "O" on it's 603 report.

## Definitions – Part I and Part II Crimes

**1. Criminal Homicide** – Homicide is a crime against the person. Score one offense per homicide victim.

1A. Murder and Nonnegligent Manslaughter: The willful killing of one human being by another. Accidental deaths, assaults to murder, traffic fatalities, attempted murders and suicides are not classified as either murder or nonnegligent manslaughter. (In Missouri, we will count domestic violence-related suicides.)

1B. Manslaughter by Negligence: The killing of another person through gross negligence. Basically, manslaughter by negligence results from performing what would be a legal act in a negligent manner. As a general rule, one offense is counted for each death caused by the gross negligence of another. Not included in this category are deaths of persons due to their own negligence; accidental deaths not resulting from gross negligence; and traffic fatalities.

1M. Motor Vehicular Manslaughter: Investigations and clearances for motor vehicle manslaughter are not reported on Page One, the Part I Offense sheet. Arrests for motor vehicular manslaughter are recorded on the Arrest Information Sheet of the 603 Report.

1W. Manslaughter with a Vessel: Investigations, clearances and arrests for manslaughter with a vessel are reported on both Page One, the Part I Offense sheet and on Page Two, the Arrest Information Sheet.

1C. Justifiable Homicides: Justifiable homicide is defined as, and limited to: (1) the killing of a felon by a peace officer in the line of duty, or (2) the killing – during the commission of a felony – of the offender by a private citizen. (In cases of justifiable homicide, a second offense should be scored; that is, the crime the felon was committing at the time of his or her death. This second offense should be “cleared by exceptional means” – death of the offender.)

1D. Domestic-Violence Related Suicides: Missouri Revised Statute 455.543 requires the collection of information on domestic violence-related homicides and suicides.

**2. Forcible Rape** – The carnal knowledge of a female forcibly and against her will. This is a crime against the person; score one offense per female victim. The summary-based UCR program does not “count” rapes of male victims.

**3. Robbery** – Taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or by putting the victim in fear. Crime against property; score one offense per distinct criminal operation, not by the number of victims. Count attempts.

**4. Aggravated Assault** – An unlawful attack by one person upon another. Crime against the person; score one offense per victim. A fifth category, for non-aggravated, simple assault (4e) is defined as “8”.

**5. Burglary** – An unlawful entry of a structure to commit a felony or theft. Crime against property; score one offense per distinct criminal operation.

**6. Larceny – Theft – (Except Motor Vehicle Theft)**. The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Crime against property; score one offense per distinct criminal operation. [Leaving without paying for gasoline at a self-service gas station is included. Leaving without paying at a full-service gas station is not. It is classified as Fraud (Offense Code 11).]

**7. Motor Vehicle Theft** – Crime against property; score one offense for each theft or attempted theft of a motor vehicle. The UCR Program narrowly defines motor vehicles (and therefore what should be reported) as self-propelled vehicles that run on land surface and not on rails. Snowmobiles are included,

but farm equipment, construction vehicles, airplanes and motorboats are not. Include motor vehicles that are taken and later abandoned (joyriding). Motor vehicle theft should be reported in the jurisdiction where stolen.

**8. Other Assaults** – Commonly called simple or non-aggravated assault. Other assaults are Part II Crimes and excluded from the national Index of Violent Crimes even though they are classified and scored on the Part I Crimes section of the SHP-603.

**9. Arson** – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Since arson is a crime against property, score one offense per distinct criminal operation. Arson is always reported even in multiple-offense situations.

**10. Forgery and Counterfeiting** – All offenses dealing with the making, altering, uttering, or possessing with intent to defraud, anything false in the semblance of that which is true. Examples: Altering or forging public and other records; Making, altering, forging, or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc.; Forging wills, deeds, notes, bonds, seals, trademarks, etc.; Counterfeiting coins, plates, banknotes, checks, etc.; Possessing or uttering forged or counterfeited instruments; Erasures; Signing the name of another or fictitious person with intent to defraud; Using forged labels; Possession, manufacture, etc., of counterfeiting apparatus; Selling goods with altered, forged, or counterfeited trademarks, and all attempts to commit any of the above.

**11. Fraud** – Fraudulent conversion and obtaining money or property by false pretenses such as: Bad checks, except forgeries and counterfeiting; Non-return of a video; Illicit use of cable television\ telephone\computer resources; Leaving a full-service gas station without paying; Unauthorized withdrawal of money from an automatic teller machine; and all attempts to commit any of the above. (Leaving without paying for gas at a self-service station is Larceny-Theft.)

**12. Embezzlement** – Misappropriation or misapplication of money or property entrusted to one's care, custody, or control. Include attempts.

**13. Stolen Property; Buying, Receiving, Possessing** – Include all offenses and attempts of buying, receiving, and possessing stolen property.

**14. Vandalism** – Consists of the willful or malicious destruction, injury, disfigurement, or defacement of any public or private property without the consent of the owner. Include attempts.

**15. Weapons; Carrying, Possessing, etc.** – This class deals with weapon offenses such as: possession of deadly weapons, carrying deadly weapons (concealed or openly) and furnishing deadly weapons to a minor. It also includes silencers and furnishing weapons to minors and aliens.

**16. Prostitution and Commercialized Vice** – Include sex offenses of a commercialized nature, such as: prostitution, keeping a house of ill fame, and detaining women for immoral purposes.

**17. Sex Offenses** – (Except forcible rape, prostitution, and commercialized vice.) Arrests for sexual assaults, such as statutory rape, adultery, fondling, sodomy, indecent exposure and incest should be scored here.

**18. Drug Abuse Violations** – Drug arrests are subdivided into two major categories: Sale\ Manufacturing; and, Possession. These two categories are further divided by type of drug(s) involved. Be specific. Record 18A – 18H. Drug paraphernalia is classified as an "Other Offense", 26 below. Example: Sale/Manufacturing of Methamphetamine is classified as "18d", while possession of Methamphetamine is classified as "18h."



**19. Gambling** – Gambling arrests are subdivided into three categories. All charges that relate to promoting, permitting or engaging in illegal gambling are included in this category.

**20. Offenses Against the Family and Children** – Include all charges of nonsupport and neglect of family and children. Arrests for physical assault should not be scored here. Rather, these arrests should be scored as some type of assault, a Part I Index Crime. (Bigamy and polygamy are in 26 below.)

**21. Driving Under the Influence (21A DUI \ 21B BUI)** – Driving or operating of any vehicle (including boats) or common carrier while drunk or under the influence of liquor or narcotics.

**22. Liquor Laws** – Liquor law violations with the exception of “drunkenness” and “driving under the influence” are placed in this class. Include: manufacturing, bootlegging, operating a still, unlawful sale, using a vehicle for illegal transportation of liquor, furnishing liquor to a minor, and maintaining unlawful drinking places.

**23. Drunkenness** – Include all offenses of drunkenness or intoxication, with the exception of driving under the influence and liquor law violations.

**24. Disorderly Conduct** – All charges of committing a breach of the peace. Include: affray, unlawful assembly, disturbing the peace, disturbing meetings, disorderly conduct in state or other institutions, profanity, obscene language, and refusing to assist an officer.

**25. Vagrancy** – Persons prosecuted on the charge of being a “suspicious character or person, etc.” are included in this class. Include: Vagrancy, Begging, and Loitering.

**26. Other Offenses** – Includes many other state or local offenses not found within the other offense classifications. These include, but are not limited to the following offenses:

Admitting minors to improper places	Bigamy and polygamy
Blackmail and extortion	Bribery
Contempt of court	Criminal anarchism
Kidnapping	Perjury and subornation of perjury
Possession of burglar’s tools	Possession of drug paraphernalia
Possession or sale of obscene literature	Public nuisance
Riot and rout	Trespass
Unlawful possession\use of explosives	Unlawfully bringing forbidden items into prisons
Failure to Appear	Leaving the scene of an accident

All offenses not otherwise classified (unless excluded) and all arrests for attempting one of these crimes.

**27. Suspicion** – Not used in Missouri.

**28. Curfew and Loitering Laws** – Used only for those under 17 years of age. Count all arrests for violations of local curfew or loitering ordinances where such exist.

**29. Runaways** – Used only for those under 17 years of age. Report apprehensions for protective custody as defined by the local statute. Arrests of runaways from one jurisdiction by another agency should be counted by the home jurisdiction. Do not include protective custody actions with respect to runaways taken for non-Missouri jurisdictions.

**TASK FORCE INFORMATION SHEET  
MoUCR PROGRAM OFFICE**

<b>Task Force Name:</b>			
<b>ORI, if assigned:</b>			
<b>Task Force Director:</b>			
<b>Mailing Address \ P.O. Box</b>			
<b>City, State, ZIP + 4</b>			
<b>Office Phone:</b>		<b>Office Fax:</b>	
<b>UCR Contact Person:</b>			
<b>Office Phone:</b>		<b>Office Fax:</b>	
<b>UCR Contact's Email Address:</b>			
<b>Alternate UCR Contact:</b>			
<b>Alternate Contact's Email Address:</b>			

<b>COMMENTS:</b>
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Complete and return this form to the:	Missouri State Highway Patrol Criminal Records & ID Division CJIS Section - UCR Office P.O. Box 9500 Jefferson City, MO 65102-9500 FAX: 573-526-6290  Email: <a href="mailto:ucr@mshp.dps.mo.gov">ucr@mshp.dps.mo.gov</a>
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